

## QUEST SELF-ASSESSMENT CHECKLIST for OFFICES

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### EMERGENCY PREPAREDNESS

Have up-to-date emergency evacuation routes and assembly areas been posted?

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Are there any outdated or non-standard signs that need to be removed? Check bulletin boards and remove any outdated materials.

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Are copies of the Emergency Response Guide (red/orange/yellow flip chart) posted? Is the site specific information (red tabs in the Guides) filled out and correct? **Tip: contact Pat Thomas ext. 6098 for copies of the Emergency Response Guide.**

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Talk to your Building Emergency Team Leader(s):

- Are there Emergency Team members assigned to sweep each area that may need to be evacuated?
  - Have Emergency Team members completed required training?
  - Has the Building Emergency Team held or scheduled a hands-on drill during FY15 (in addition to the Lab-wide earthquake exercise)?
  - Do all team members know how to use the emergency radio?
  - Is there an up-to-date list of Building Emergency Team members?
  - Is there a current Building Emergency Plan available?
  - -- Do all team members know where the nearest trauma kit and emergency equipment box are located? Does the Emergency Team Leader have a key to the emergency equipment box? Are the supplies in the Trauma Kits and Emergency boxes adequate and up-to-date? Has your building received the small, clear plastic Trauma Kits?
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Are aisles, walkways, stairways, and exit doors unobstructed? Is the area free of tripping hazards?

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Check the area outside your building. Are there any burned-out lights, tripping hazards, worn or damaged steps, or other conditions that make walking hazardous? Are there any areas where traffic / bicycle / pedestrian safety could be improved?

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Have all heavy objects that could fall during an earthquake been secured safety (no bungee cords)?

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Is fire extinguisher access unobstructed?

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Where emergency egress lights are easily reachable without climbing ladders, test by depressing button. Are all emergency lights, including any illuminated EXIT signs, in good operating condition?

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Talk to your Program Head. Can the Program Head find and access the Business Continuity Plan / Essential Functions for your Program? Has the plan been reviewed and updated within the last year?

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Are there any types of office work in your area that should not be performed alone? This might include work with significant hazards where a person might become so severely injured that they could not summon help, work in a location where a person would not be seen if they were incapacitated, or work by people who are inexperienced or unfamiliar with the area? Does your group have documented rules for any work that should not be performed alone?

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### **ERGONOMICS**

Are there any people in the area who would like to request an ergonomic evaluation? (Note anyone who has moved recently.) Are there laptop users who have not had an evaluation?

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Check the chairs in your area. Are there any damaged or defective chairs that need replacement?

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### **OFFICE EQUIPMENT**

Are there copies of the manufacturer's operation and maintenance procedures available where needed? Is equipment in good condition (no broken parts, required guards in place)?

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## ELECTRICAL SAFETY

Is access to electrical panels, including breaker boxes and disconnects, unobstructed? Is the working space for accessing electrical panels and electrical equipment at least 3' wide x 3' deep x 6.5' high? (Note: equipment >150V will require additional clearance – contact a QEW to check).

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Does each electrical panel have a schedule posted nearby indicating the purpose of all breakers and disconnects? Are all breakers and disconnects numbered or otherwise identified?

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Are electrical panels and breaker boxes in good condition (intact, screws in place, door latches work, no materials stored on top)?

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Are all wall-mounted plug strips, receptacles and outlets in good condition?

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Are labeled ground fault circuit interrupters (GFCIs) located on electrical outlets near water outlets and other areas where they may get wet? Are all electrical appliances (toasters, microwaves, coffeemakers, etc.) within 6 feet of a sink protected by GFCIs?

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Test your GFCIs. Testing a GFCI is very simple and can be done safely by anyone. Apply a load (plug something in) to the GFCI, press the TEST button. Does the power trip off? Press the RESET button. Does it come back on? Are any of the buttons stuck?

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Are power / extension cords in good condition (3-conductor plugs with ground prongs in good condition, no frayed insulation or exposed wiring, no evidence of modification)? Are unused extension cords unplugged and rolled up and stored properly?

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Are power/ extension cords used properly (appropriate for the load, covered with a bridge if in walkways);

### NOT:

- draped over furniture or fire sprinkler lines,
- extending through doors or windows,
- attached to walls with staples,
- used to support the weight of equipment,

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- more than 2 extension cords attached together?

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Have any extension cords been in use for longer than 1 month?

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Are relocatable power taps (plug strips) in good condition and used properly?

**NOT:**

- used outdoors,
- connected to another power tap or more than 1 extension cord,
- permanently attached,
- connected to equipment over 600 Watts/5 amps (such as heaters, cooking appliances, or fans) unless specifically rated for the load?

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Are electrical conduits free of attached cord, lines, equipment, decorations or other materials?

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### OFFICE WORK BEHAVIOR OBSERVATIONS

**Computer work:** working with no pain or discomfort, feet flat on floor or on footrest with plenty of room to move around; chair comfortable with back well-supported; wrists straight and supported by adjustable armrests or Morensi board; head and neck straight forward or slightly down (top of monitor at eye height); avoids overextending reach; stretches periodically. Uses docking station for laptop work. Note any potential problems you observed for follow-up by Ergo Advocate:

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**Lifting:** tests weight before lifting; gets help with large/awkward items; avoids awkward body positioning; bends knees when lifting; avoids bending over, twisting, overextending; checks path for hazards before carrying. Note any problems you observed for follow-up by ergonomist:

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**Other Repetitive Motion:** Plans work and gets help before taking on extended repetitive tasks. Takes breaks as needed to prevent overuse injuries. Re-evaluates when workload or schedule changes. Note any potential problems you observe for follow-up by ergonomist:

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